



**U.S. Department of Justice**  
Office of Information Policy  
*Sixth Floor*  
*441 G Street, NW*  
*Washington, DC 20530-0001*

*Telephone: (202) 514-3642*

September 11, 2019

Emma Best  
MuckRock  
Dept. MR 56255  
411A Highland Avenue  
Somerville, MA 02144  
[56255-58216190@requests.muckrock.com](mailto:56255-58216190@requests.muckrock.com)

Re: DOJ-2019-000365  
DRH:ERH

Dear Emma Best:

While processing your Freedom of Information Act (FOIA) requests dated February 19, 2018, and June 22, 2018, for SF-311 forms submitted to the National Archives and Records Administration (NARA), NARA located eighty-one pages of material which it referred to this Office for processing and direct response to you. The NARA administrative tracking numbers for this request are NGC18-179 and NGC18-353. For your information, this material was received in this Office on October 18, 2018.

After review, I have determined that the material referred to this Office by NARA is of primary interest to the Department's Justice Management Division (JMD). Accordingly, we have referred that material to JMD for processing and direct response to you. You may contact JMD as follows:

Karen McFadden  
FOIA Contact  
Justice Management Division  
Department of Justice  
Room 1111 RFK  
950 Pennsylvania Avenue, NW  
Washington, DC 20530-0001

Telephone: (202) 514-3101  
Email: [JMDFOIA@usdoj.gov](mailto:JMDFOIA@usdoj.gov)

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552 (2012 & Supp. V 2017). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaison, Valeree Villanueva, for any further assistance and to discuss any aspect of your request at: Office of Information Policy, United States Department of Justice, Sixth Floor, 441 G Street, NW, Washington, DC 20530-0001; telephone at 202-514-3642.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Sixth Floor, 441 G Street, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal at <https://foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically submitted within ninety days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in blue ink, appearing to read "Douglas R. Hibbard", with a small "DR" monogram at the end.

Douglas R. Hibbard  
Chief, Initial Request Staff